

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Senior GIS Specialist
Sch & Grade PAT-7
Class Code CI18
FLSA Status Non-exempt
Bargain Unit Elig. Not Eligible
Occupational Series Computer Technical

PRIMARY PURPOSE:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support for the Geographic Information System (GIS).

SUPERVISION:

Under general supervision of the GIS Coordinator for the City of Springfield.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Designs, implements and customizes ARC/INFO and ARCVIEW using Amls, Avenue, and VB to perform a variety of functions, including data conversion, data maintenance, user interfaces, spatial analyses and production of tabular and cartographic reports and maps illustrating the results of these analyses.
2. Performs installation, maintenance, and technical support of the GIS software for all City Departments.
3. Assists in the design, implementation and technical support of GIS applications for all City Departments.
4. Manages custom mapping projects, which include assessing users needs, map planning, design, analysis, creation, customization, and production.
5. Operates GIS workstations, related peripherals, and communications networks for a variety of applications.
6. Performs digitizing and drafting using GIS software and digitizing equipment.
7. Determines the interpretation and analysis of construction plans, final plats, legal descriptions, surveys and field-collected data used in the digital data creation process.
8. Assists in the training and development of GIS InternVIII/data entry associates as assigned.
9. Coordinate, oversee and administer all digital file requests from internal and external customers.
10. Assists in the design and implementation of various GIS workshops, presentations, and demonstrations for educational purposes
11. Serves on GIS Technical Committee that reviews technical standards and policies that are issued by the GIS Policy Board.
12. Maintains a variety of records and documentation.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Must possess comprehensive knowledge of principles of Geography, Geographic Information Systems and cartography. Requires knowledge in the use of GIS workstation hardware, including digitizing table, plotters, and other peripheral devices on UNIX and Windows based operating systems.

Abilities

Perform duties in the administration of the City’s GIS; analyze and interpret information and convert that information into computer graphics and digital databases; keep all information current and accessible to the user; utilize sound, independent judgment; follow oral and written instruction; prepare and maintain accurate records, maps, and reports; deal effectively and courteously with associates and the general public; presents an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Planning, Geography, Cartography, Computer Science, Information Systems, or a closely related field plus three years experience using Arc/Info and Arcview software for GIS applications. Avenue, AML, and VB experience is desirable. Aerial photography experience is desirable. Experience can be substituted for education on a year for year basis. Requires forty (40) hours of continuing advanced GIS education courses.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 40 pounds; must be able to hold and grip objects; must have ability to operate computer keyboard and mouse; may be subject to sitting for long periods of time.

Working Environment

Primarily indoor in a general office environment;

Licensing/Certification

None required.

Miscellaneous Requirements

If operating vehicle in the completion of job duties, must possess a valid MO Motor Vehicle Operator's license.

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 5126
Comments:	Updated Abilities	Date: October 15, 2001

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____